

**BOARD FOR GEOLOGISTS AND GEOPHYSICISTS**

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## FILING INSTRUCTIONS

### To All Applicants For Registration as a Geologist:

Completed applications for registration as a geologist must be returned to the Board office at the above address with an application fee of \$250 and an examination fee of \$275. Only a personal check, money order or bank draft made payable to the "Board for Geologists & Geophysicists" will be accepted. Your cancelled check will acknowledge receipt of your fee. The application fee is a processing fee and cannot be refunded. If you are found to lack the qualifications required for admission to the examination, the examination fee will be refunded.

Your application will be processed in the order it is received and shall be deemed filed on the date shown by the postmark on the envelope.

**It is your responsibility to see that all required information has been provided to the Board office after you initially submit your application. If references, transcripts and/or other information requested by the Board are not received in sufficient time for Board staff to process your application, you will be scheduled for a subsequent examination date, provided you qualify.**

Please send or deliver a copy of the Supervisor Reference Form and a copy of your completed application to each of the supervisors listed on your application. Urge them to respond directly to the Board office as soon as possible.

Applications must be filed with the Board at least 100 days prior to a scheduled examination in order to be considered for that examination date.

All references, reports, etc., must be received by the Board office not less than 70 days prior to the examination date. Please see Examination Preferences form for filing deadlines.

If you are found ineligible for the examination, you will be notified of the reason. If your application is accepted, you will be notified of the location and time of the examination. If you have not received a notice 10 days prior to the scheduled examination date, you should contact the Board office. Notify the Board office as soon as possible if you change your mailing address.